



City of Annapolis

Summary of Benefits for Civil Service/Public Safety

1. Minimum 35 hour work week, depending upon department operations.
2. 11 paid holidays.(Public Safety may be different; check with Department)
3. 3 personal days (Public Safety may be different. Check with Department)
4. 15 days sick leave per year with unlimited accumulation - sick leave balance at retirement is credited towards additional service once years of eligibility for retirement have been met.
5. Vacation accumulation as follows:

Civil Service (Except sworn personnel in Police and Fire Departments):

- 15 days accumulation for 1-2 years of service
- 18 days accumulation for 3-9 years of service
- 21 days accumulation for 10 or more years of service

Police Department - Sworn Personnel Only:

- 26 days accumulation for 1-4 years of service
- 28 days accumulation for 5-9 years of service
- 30 days accumulation for 10-14 years of service
- 32 days accumulation for 15 or more years of service

Fire Department - Sworn Personnel Only:

- 20 days accumulation for 1-9 years of service
- 26 days accumulation for 10-14 years of service
- 29 days accumulation for 15-19 years of service
- 35 days accumulation for 20-24 years of service
- 38 days accumulation for 25 or more years of service

6. Longevity pay:
 - 1 step increase each for 7, 12, and 15 year milestones of continuous employment

7. **Medical, Prescription, Dental, Optical, and Flexible Spending Accounts (Dependent and Medical) plans offered to employee and eligible dependents. Cost is according to coverage level selected.**
8. **Short Term Disability Insurance.**
9. **Voluntary Long Term Disability Insurance.**
10. **Employee Assistance Program (EAP) - 3 confidential visits with a psychologist or social worker for the employees and/or their immediate family, through T. Richard Saunders, PH.D. ,P.A.**
11. **Prepaid Legal Benefit Plan.**
12. **(Civil Service) Maryland State Retirement System - 2% contribution by employee; full vesting rights after 5 years of employment.**
(Public Safety) Police/Fire Pension Plan - New Plan Revised - 3 ½% contribution by employee; full vesting after 10 years of employment.
13. **Core Life insurance (\$20,000).**
14. **Voluntary Life Insurance: Employee - Increments of \$10,000 to a maximum of \$300,000 (not to exceed 3 times annual salary), Spouse - Increments of \$5,000 to a maximum of \$30,000, not to exceed 50% of the employee benefit, Child - Increments of \$5,000 or \$10,000**
15. **Voluntary Whole Life Insurance.**
16. **Tuition reimbursement program.**
17. **Employee Rewards & Recognition program.**
18. **Two (2) Deferred Compensation plans available.**
19. **Eligible to join State Employees Credit Union and Sams Club(Discount Shopping Club).**
20. **United Buying Service (UBS) - a discount furniture and car buying service**
21. **Parking for permanent downtown employees is available in the Hillman Garage.**

Please Note: This document is intended to be a brief summary only. Please refer to the individual plan documents, Collective Bargaining Agreements, and the Rules and Regulations of the Personnel System for additional details specific to your benefits.